

HB copy

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OFFICIAL ROUTING SLIP

TO	NAME AND ADDRESS		DATE	INITIALS
1	[REDACTED]			
2	Office of IG			
3				
4				
5				
6				
ACTION	DIRECT REPLY		PREPARE REPLY	
APPROVAL	DISPATCH		RECOMMENDATION	
COMMENT	FILE		RETURN	
CONCURRENCE	INFORMATION		SIGNATURE	

Remarks:

On Tuesday, 26 October, [REDACTED]
STATINTL
briefed [REDACTED] on SSS activities including
the Records Program.

STATINTL
Mr. [REDACTED] asked to see the last two
reports from the Board. For your information
here are copies of them.

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FROM: NAME, ADDRESS AND PHONE NO.

DATE

[REDACTED] CIA Records Admin. Officer 1 Nov '71

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Remarks:

Gail:

In response to your request here is our list of the Records Officers and Program contacts throughout the Agency and the statistics on the volume growth of records in the Agency Offices and Records Center.

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[REDACTED]	CIA Records Admin. Officer 1 Nov '71

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Remarks: Gail:

Attached is a copy of Public Law 754,
81st Congress for your current study.

The "Federal Records Act of 1950"
starts on page 6. On page 9 are the
Program requirements for "Heads of
Agencies."

Although CIA could seek exemption,
the General Counsel recommended to the
DCI that the Agency comply with the intent
and requirements in so far as they do not
conflict with the safety of Agency (over)

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[REDACTED] CIA/RAO

19Oct71

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"Sources and Methods." I have never had a problem in meeting the Federal Records Program requirements and the protection of our sources and methods.

I have had some DDP protests that they should be free to do anything convenient to DDP and not be restrained by those records control standards recommended by National Archives, which I consider applicable in the Agency. No other Directorate finds the standards inconvenient. (I shall send you a rather bulky sampling of the several guide books we furnish Agency Records Managers.)

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Remarks:

FOR YOUR INFORMATION AND RETURN PLEASE

As you requested, here are several booklets of Records Management standards and guidance the Agency Central Records Staff has furnished to Records Managers. Because our Program conforms to the Federal Program, our policy is to reduce duplication of effort and cost by using National Archives items where possible. It also eliminates the frustration of formal regulatory coordination on guide books, training manuals, and procedural instructions.

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TRANSMITTAL SLIP		DATE <u>15 October 1971</u>
TO: [REDACTED]		
ROOM NO. 2E-38	BUILDING Headquarters	
REMARKS: <p>This machine intrigues me. This will hold a 200 ft. roll of uncut microfiche (with 90,000 pages -- or up to 180,000 pages). It also holds a 200 ft. reel of 16mm film with a couple thousand pages of update items. A code system permits quick retrieval of related items on both 105 & 16mm.</p> <p>I thought you and Tom would find it interesting too.</p>		
FROM:		CIA/RAO
ROOM NO. 702	BUILDING Magazine	[REDACTED]

STATINTL

STATINTL
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FORM NO. 241
1 FEB 55
REPLACES FORM 36-8
WHICH MAY BE USED.

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Remarks:

Gail:

Here are two books on Records Management from our Office Book Shelf.

Also, I have included a half dozen notes on items from the CIA Library catalogue.

Finally, I must add that in our training of serious Records Officers, we refer them to all the Management Books in our Agency Library under the Series:

(over)

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HD - 31	- Management Principles
HD - 45	- Automation Management
HD - 47	- Statistics
HD - 57	- Industrial Management
HD - 59	- Public Relations
HD - 69	- Project Management
HF - 5500	- Personnel Management
HF - 5547	- Organization & Management
HF - 5548	- ADP Management
HF - 5549	- Executives and Supervisors
HF - 5550	- Budgeting

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Remarks:

Gail:

You asked about the Records Storage and Retrieval Technology. Here are four good examples:

The Laser Storage Device - Unicon 690

High Density Microfilm Storage - Sylvania LF-500

Video-Tape File Systems - Ampex

Auto Search Microfilm Terminal - Morgan

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[REDACTED] DATE

CIA/RAO

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Remarks:

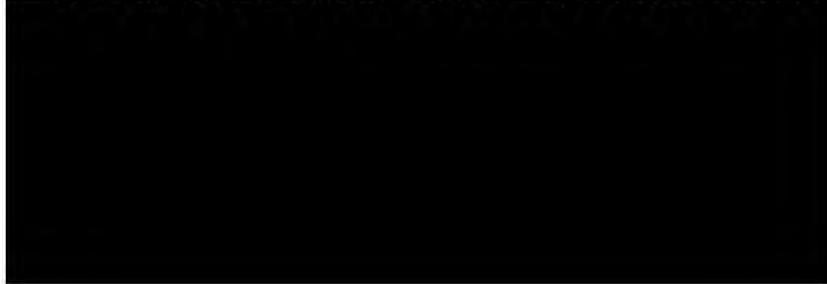
Xerox Copy of CRS Records
Schedule Item #455.

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		15 Oct 7

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Saway began when DCI submitted a paper
opposing Declassification

STATINTL

Lets not Declassify - While + [redacted]

Just copy how to get cables.

I ... Study of Cobb says
DCI asked for Study of Records.

History of Records Prog.

Study in books.

STATINTL



Program is not bad - It has accomplishments

Structuring problems when it was decentralized -

Can't tell what it did - work for them -

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